

VIEWPOINT VP SCREENING



The Kentucky Board of Emergency Medical Services has partnered with Viewpoint Screening to provide background checks. Follow these instructions to



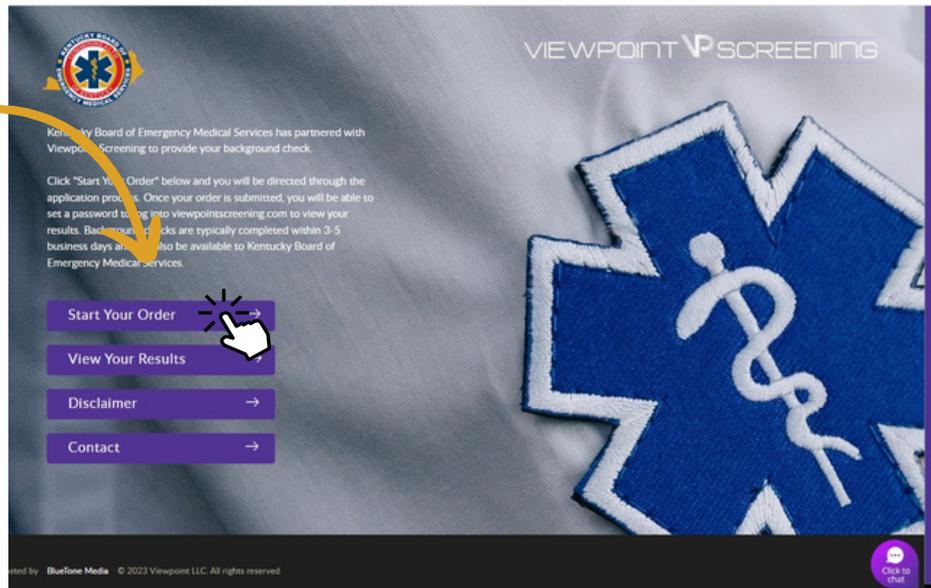
ORDER A BACKGROUND CHECK.

1

STEP 1: GO TO the Organization's Landing Page the Viewpoint Screening Website:
<https://www.viewpointscreening.com/kbems>

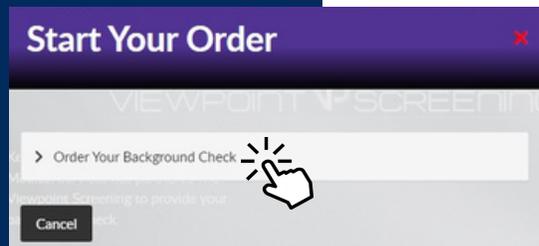
2

Click on Start Your Order



3

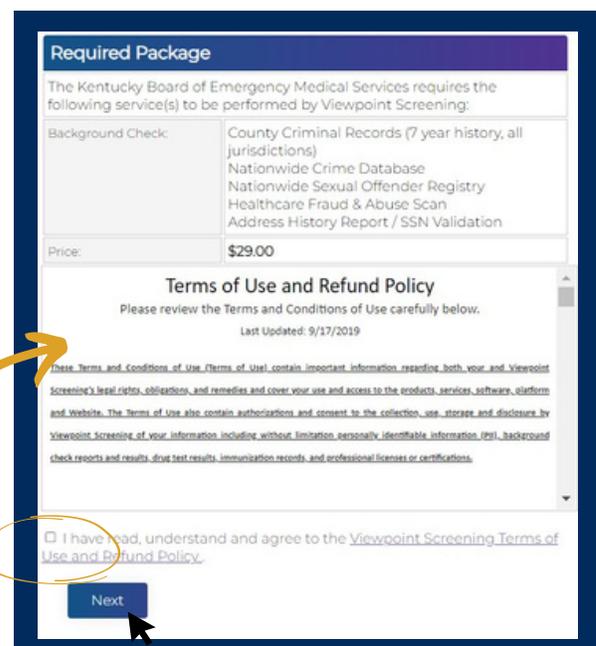
Click on "Order Your Background Check."



4

Once you click on the link, you will be taken to a package summary screen.

Once you review your package and the terms of use policy, click the button to acknowledge and hit NEXT.



5 Complete the APPLICANT INFORMATION and address sections as prompted.

Applicant Information

Do not place an order on someone's behalf. This form must be filled out by the individual who requires Viewpoint Screening services.

First Name*:

Last Name*:

Middle Name:

Alias/Maiden Name 1:
Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Alias/Maiden Name 2:
Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Alias/Maiden Name 3:
Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Social Security Number: - -
Please Note: If you have not been issued a valid U.S. SSN then enter all zeros (000-00-0000) instead.

Date of Birth*: / / (mm/dd/yyyy)

Gender*: Male Female

Phone Number*: (111-111-1111)

E-Mail Address*:
IMPORTANT! Your email address will be your user name to log in. If you have placed a previous order, it is recommended to use the same email address to prevent separate logins. Separate logins will contain separate results / medical documents, and cannot be combined.

Current Residential Address:

Address:

City:

State or U.S. Territory:

Country: United States

Zip Code: [ZIP Code Look Up Tool](#)
Please Note: If you have an international address that does not require a Zip Code, please fill in "00000".

Changes cannot be made once you have placed your order. Please make sure you have provided correct information.

6 Complete payment section.

Payment Information

First Name*:

Last Name*:

Credit Card Number:

Exp. Date*: (MM/20YY)

CVV* 2:

Credit Card Type*: Select Card Type

Contact Name (if business):

Email*:
Payment receipt will be sent to this email

Phone Number*:

Address*:

City*:

State*:

Postal Code*:

* IMPORTANT: Please note that if you enter an address other than the one on file with the credit card's issuing bank, or an incorrect CVV code, Viewpoint Screening will deny your transaction for security purposes. Additionally, denied transactions may cause the funds to be held by your bank for up to 5 business days before being released back to the card.

* "Viewpoint LLC" will appear on your credit card statement.

* A Parent or Guardian's credit card will be accepted. They should be made aware of this transaction.



* **WARNING: Your credit card will be charged \$ 29.00 when you click "Next."**
This fee is non-refundable under any circumstances.

* Do not click more than once or you may be charged multiple times.

7 Log In to Your Account

Once your order is complete, you should be taken to a screen like this below:

Your username will be the email you used to set up your account.

Change password here, and it will log you in to the Viewpoint System.

Thank you, your order has been submitted. Please be aware that this order does not contain a background check or a drug test.

You can now access your Health Portal to upload required documents.

You will be automatically logged into your account once you create/change your password.

Please RESET THE PASSWORD to your account associated with greys@anatomy.com

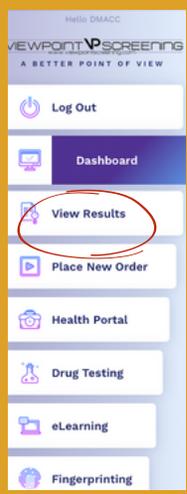
Passwords must contain one or more numbers, one or more special characters, and must be at least 12 characters long.

Enter your NEW password Toggle Password

Confirm your NEW password

I have provided a strong password that will be remembered

8 Viewing Results



Background Checks generally take 3-5 business days. Once completed, you will receive a PDF Copy of your report on your Viewpoint Screening Dashboard under the "View Results" Tab.

Support

Need help? Email us at: customerservice@viewpointscreening.com

Instant Chat - bottom right hand corner at ViewpointScreening.com
Monday - Friday 9 am - 5pm EST.